

**IT INVESTMENT CAPITAL FUND
PROJECT STATUS REPORT**

To: Information Technology Strategy and Investment Committee
John Vittner, Office of Policy & Management

FROM: Department of Energy and Environmental Protection

AGENCY/PROJECT NAME: DEEP / Document Repository

PROJECT MANAGER: Jon Scull & Nicole Lugli

REPORTING PERIOD: Project Inception through 12/31/2014

Total Funds Requested: \$4,000,000

Bond Commission Approval(s): Date: Jan. 2013 Amount: \$0
Date: Jan. 2014 Amount: \$500,000

Accumulative Total Capital Fund Expenditures to Date: \$344,417

Brief Project Description/Summary:

The DEEP Document Repository Automation Project will replace an extensive paper document repository, regularly used by both the public and agency staff, with a comprehensive digital repository that will be available online to DEEP staff, and to the public at no charge, together with appropriate search tools, confidentiality protocols, automated document management tools, and day-forward procedures designed to reduce the need for DEEP and the entities it regulates to produce paper documents in the first place.

Summary of Progress Achieved to Date:

IT Investment Projects in Implementation Phase: Server implementation of DataCap, an advanced scanning software, at BEST for the state enterprise. Implementation of DataCap product to scan and index the Hazardous Waste Manifest (HWM) documents. Implemented: several registration and permits that are born electronically and saved within the DEEP Document Repository. Document Imaging Initiatives in Process: vendor has been selected for Phase 1 Waste Engineering and Enforcement Division (WEED)/HWM forms scanning project to include 12K paper documents once completed a larger project will be initiated to bulk scan paper documents. In Process: Finalize DEEP records Taxonomy, develop SOW to convert current repository taxonomy to final repository taxonomy. A cross agency records management team is developing a roadmap including standardizing an agency wide Taxonomy and updating Records Retention Schedules.

Issues and Risks:

Risks include a complex and large project portfolio. The communication and coordination of multiple large projects in different stages of development is also a concern. Challenges with implementing business process change within the agency and the need to develop agency wide business standards. Both business and technical staff are working with new technology which delays decision making and impacts project schedule. Developing an ongoing support and maintenance plan for these applications with limited staff requires review. The FileNet P8 hosting environment for these applications is a shared environment at BEST. Increases in other agencies work volume can have a negative impact on DEEP's ability to process permits and the public's ability uses these online functions.

Next Steps & Project Milestones:

Continue to move projects forward within the System Development Methodology as identified within the IT Investment update. Including additional paper to electronic document initiatives. Development of a web based portal to deliver DEEP documents to the public.